

PROCEDURES FOR OBTAINING **USER** ACCOUNTS FOR THE NAVY ENVIRONMENTAL HEALTH
CENTER (NEHC) NAVAL DISEASE REPORTING SYSTEM-INTERNET (NDRSi)

INTRODUCTION: Due to Health Insurance Portability and Assurance Act (HIPAA) and the Privacy Act requirements, the Navy Environmental Health Center requires assurance from the requesting command or unit that access to sensitive personal and health information will be protected.

You can download a copy of the System Authorization Access Request (SAAR) (DD Form 2875) from the NDRSi website at <https://www-nehc.med.navy.mil/ndrsi>, from NEHC's website at http://www-NEHC.med.navy.mil/prevmed/epi/Reporting_Tools.htm, or request by emailing the NDRS HelpDesk at ndrs@nehc.med.navy.mil.

Special Instructions for Completing and Submitting DD Form 2875

One form per account user must be sent to NEHC. This form consists of two pages with information and one page of instructions. Once the form is verified, NEHC will activate the user account via phone or email. Users will then sign in and set up their profile and account.

- “User” is defined as anyone requesting access to the NDRS internet system.
- 1. Complete blocks 1 through 27, excluding blocks 21 through 25.
- 2. NDRS users are to complete Part I. **Part II must be completed and signed by a Supervisor delegated “By Direction” authority of the Commanding Officer/Officer in Charge.**
- 3. Users are to provide NEHC notification of when they will leave or transfer from the command so that access may be terminated.
- 4. Forms will be maintained by the NDRS Administrator.

There are several options for getting the form to NEHC. We highly recommend options (a) or (c). If these options do not meet your current IT/communications environment, please contact the NDRS HelpDesk at ndrs@nehc.med.navy.mil or by phone at 757-953-0954/DSN: 377-0954:

- a. FAX – NEHC will contact the official listed in Part II to verify the request and activate the NDRS user account (FAX: 757-953-0685 or DSN 377-0685).
- b. EMAIL – Complete, sign, and scan the form then send by **encrypted** email. Because the form includes SSNs, the form must be encrypted. Send the password to decrypt using a separate email.
- c. If form is emailed by the signing official in Part II – NEHC will activate the local administrator account immediately (Email will still need to be encrypted).
- d. MAIL – NEHC will contact the official listed in Part II to verify the request and activate the local administrator account. Mail form to:

Navy Environmental Health Center
Attn: NDRS HelpDesk
620 John Paul Jones Circle Suite 1100
Portsmouth, VA 23708